

Topeka Swim Association

Board Meeting Minutes

Tuesday July 17, 2018
6:30 pm

Call to order 7:09 pm by President Chris Palmer

Attendees: Chris Palmer (President), Kyle Larson (Vice President), Cheryl Carey (Secretary), Richard Allen (Treasure), Danielle Jeffries (Volunteer Coordinator), Monica Brede (Apparel Coordinator), Lance Green, Coach Bob Shearer

Motion by Kyle Larson to approve June minutes as presented. Seconded by Monica Brede. Motion Carried.

Richard Allen presented financial report:

- Current net income is at 73% of projected budget for the year. It does not appear that we will make the projected budget of \$193,375 before the fiscal year end.
- Swim school appears to be poised to make the budgeted amount; however, no other programs line items will achieve their budgeted amount.
- We had five outstanding expenses for Beach Bash that came in after June 30th so those may not be in the June Financials.
- We are currently tracking to be about \$3000 less than the actual net revenue year over year for swim meets after removing Short Course LSC Championships.
- Total expenses is at about 78% of projected budget with two month remaining.
- The Insurance line item is high due to TSA continuing to pay for medical insurance for an employee who was not longer on the payroll. TSA will be getting reimbursed from the insurance company for the premiums.
- Credit card ACH fees continue to increase due to more people using credit cards for monthly dues. Looking to add it as a separate line items in the future.
- Net actual income to expenses is \$3,600 in the red. This month Kim added the depreciation to the financial report. Total income \$7,800 in the red. Chris Palmer explained that depreciation does not apply to tax exempt institutions because there are no taxes to which to apply that deduction. Hence, the current actual revenue vs actual expenses is \$3,600 short. We still have two months remaining in the fiscal year.
- Storage rental will be going up in August.

Bob Shearer presented Coach's Report:

- Membership is still up and down
- Overall good sectional meet with 3 new team records.
- Practice schedule to changes after champs. Schedule to be sent out to parents. Break will begin after last day of practice on August 10th. Start Date for Short Course Season will be September 4th, 2018.
- Recruiting: Email sent to Briarwood Swim Club with team open house flier attached and they will hand out to members. Digital media campaign to start early August and last for 1 month. Will be posting fliers on allowed school websites and we set up a table at Sunflower Games.
- Team Tryouts will be August 27th & 28th – board members to help.
- Last week of August will be team registration.
- Coach Howard and Coach Amy will be attending the ASCA World Clinic.
- Coach Bob made a motion that moving forward TSA will pay for hotel accommodations, transportation cost, and meals for TSA chaperones for team travel meets. Monica Brede seconds. Motion carried. Meals will be paid based on GSA per diem rates for the event location.

- Draft Budget Discussion: Coach Bob presented an initial draft of the 2019 Budget to the Board for consideration. The following are some highlights of his draft proposal:
 - Decrease team travel fund by 50%.
 - USA Swimming Fee is increasing \$10 per swimmer per year. Proposed that this fee be passed directly to the membership.
 - Decrease meet income by 23%.
 - Decrease employee salary pool by 15%.
 - Increase employee benefits due to increase in health care cost.
 - Decrease Program Fee Revenue by 9%
 - Decrease Total Revenue budget by 11.5% year over year.
 - Decrease Total Expenses budget by 9.4% year over year.

The Budget committee (Coach Bob, Chris Palmer, Richard Allen and Kim Garber) will meet before the August Board meeting to discuss and finalize the 2019 TSA Budget and prepare to present the budget to the Board at the next meeting.

Committee Reports: **TABLED for next meeting.**

- Parent Mentoring and Community Building (Kyle Larson)
- Meet Director Committee (Cheryl Carey)
- Volunteer (Danielle Jeffries)
- Apparel (Monica Brede)

Open Issues:

- Update on facility: AC compressor quit working. No information as to when/if it will be repaired/replaced.

New Business:

- No items to discuss

Open Floor:

- Richard Allen announced to the Board that Sunflower State Games paid TSA for running the SSG swim meet and further gave a donation to TSA. The combined check amounted to \$1,100.

Meeting adjourned at 8:55 pm – Motioned by Cheryl Carey, Seconded by Danielle Jeffries. Motion Carried.

Next meeting scheduled for August 14th, 2018 at 6:30 pm at Capital Federal Natatorium Board Room.